

Trinidad Express, May 9, 2010.

I am an American citizen but my family and I live here in Trinidad. Recently I heard something from an acquaintance about Americans needing an appointment to go to the Embassy. Could you explain this to me?

Conrad in Chaguanas

The US Embassy in Port of Spain is committed to serving and protecting US citizens that reside in Trinidad and Tobago. In order to assist Americans more efficiently, our American Citizens' Service section implemented an appointment system. As of May 1, 2010 all routine services now require an appointment. This includes

- Applying for a U.S. passport
- Adding visa pages to a U.S. passport
- Applying for a Consular Report of Birth Abroad (CRBA)
- Returning to submit additional documents for a pending CRBA or Passport application
- Notarial Services
- Other services or inquiries

For these services you must make an appointment at

[http://trinidad.usembassy.gov/appointment\\_system.html](http://trinidad.usembassy.gov/appointment_system.html).

Additionally, if you need help with Social Security and Federal benefits, then you must call the American Citizen Services section at 622-6371, Monday-Friday from 8:00am to 11:30am and 1:00pm to 3:00pm, in order to make an appointment.

Whatever service you need, plan to arrive twenty minutes before your appointment to allow sufficient time to clear security and enter the waiting room. Applicants who arrive more than 10 minutes after their scheduled appointment time forfeit their appointment and must make a new appointment. If you do not have an appointment and seek any of the services listed above, then you will not be allowed into the Embassy.

Still, not everything requires an appointment. For instance appointments will not be necessary for the following:

- Pick up of U.S. Passports and CRBAs (8:00-11:30am Monday-Friday)
- Pick up of Federal Benefits checks (8:00-11:30am and 1:00-3:00pm Monday-Friday)
- Pick up of letters for Trinidadian Social Welfare (8:00-11:30am and 1:00-3:00pm Monday-Friday)
- U.S. Voting and Tax Information (8:00-11:30am and 1:00-3:00pm Monday-Friday)
- Submission of IV I-130 Immigrant Visa Petition for Immediate Relatives of U.S. Citizens (7:30am - 9:00am Monday-Thursday only)

For more information, or to make an appointment, please visit our website at [http://trinidad.usembassy.gov/appointment\\_system.html](http://trinidad.usembassy.gov/appointment_system.html). Or, if you have a question, then you can send an email to [acspos@state.gov](mailto:acspos@state.gov) or call the American Citizen Services section at 622-6371, Monday-Friday from 8:00am to 11:30am and 1:00pm to 3:00pm.